

CHARTER
OF
THE
DEPARTMENT OF HUMAN SERVICES

EQUAL OPPORTUNITY AND DIVERSITY *INCLUSION* ADVISORY
COMMITTEE

Name

The name of the committee is the Equal Opportunity and Diversity *Inclusion* Advisory committee (*EODIAC*). *The term inclusion invites a larger audience of leaders and staff to participate beyond the legal EEOC arena.*

The director and chief deputy director of the Department of Human Services are executive champions and support this committee.

This charter supersedes redundant fiscal year 2005 bylaws. This charter has been adopted by the EODIAC members, reviewed by the DHS executive staff and approved by the department director and chief deputy director.

Mission

The EODIAC is an advisory body committed to integrating the concept of diversity inclusion in the workplace and assuring equal opportunity for employees in all programs through collaboration with the offices of the department.

Vision

The *EODIAC* is a strong advocate for equal opportunity and diversity inclusion through training, commitment to department goals, innovation and effective partnerships.

Staffing and Expenses

The director and staff of the Office of Equal Opportunity and Diversity Programs (OEODP) shall communicate directly and regularly with the *EODIAC*, provide technical information and advise and suggest areas of inquiry or of specific concern to be addressed by the committee. The OEODP may report on activities

on equal opportunity and diversity inclusion issues at the state and federal levels. The budget of the EODIAC and committee expenses shall be developed by the OEODP.

Purpose

The purpose of the committee is to be an ongoing advisory body committed to integrating diversity inclusion and equal opportunity into the department and is empowered to recommend changes to processes, policies, and procedures to the department leadership.

Duties

The committee shall undertake activities that are consistent with the mission and vision of the group and the department. These activities shall consist of the following:

- 1. Building bridges in the organization - The committee will seek to build bridges with internal customers, and other state department EEO or diversity committees. This will be done with the goal of identifying areas showing progress, or need for improvement, and sharing of best practices that enhance the governor's vision and values as they relate to inclusion and the concept of equal opportunity.*
- 2. Collecting and interpreting data - The following data and information will be reviewed on a regular basis to assist the committee in identifying areas showing progress or need for improvement:*

Monitoring Data

- New hiring and promotional data*
- Discrimination complaints*
- Depressed and Deprived Business expenditures*
- Limited English Speaking compliance results*
- Reasonable Accommodation requests, approvals, and denials*
- Diversity inclusion goals*
- Committee strategic plan goals*

Organizational Information

- Committee communication plan goals and results*
- Best practices to support modeling and education of diversity inclusion*
- Department policy that involves equal opportunity and diversity inclusion*
- Reports on the success of committee sponsored and other department initiated diversity inclusion special events*

- *Identification and support of department sanctioned affinity groups*
3. *General activities - The following general activities further define the scope of how the committee will function; The committee will:*
- *Review and provide input on policies and procedures that impact equal opportunity and diversity inclusion.*
 - *Identify and recommend educational information that can be used to reinforce the concepts of equal opportunity and diversity inclusion for the department's leadership and employees.*
 - *Conduct new member orientation.*
 - *Plan and assess committee activities.*
 - *Model desired behavior.*
 - *Develop relations with diverse suppliers where possible.*
 - *Develop an annual strategic plan to help determine the effectiveness of the committee.*
 - *Develop and implement a statewide award system for offices that excel in supporting the concepts of equal opportunity and diversity inclusion.*

Methods Of Action

Official actions of the *EODIAC* and its subcommittees shall be by resolution of the committee of the whole, and communicated to the DHS director in writing. The *EODIAC* may also draft memoranda, letters, or other items for the department director's or OEODP director's signature.

Membership

EODIAC membership shall consist of up to 25 members appointed by the department director. *The committee may recommend up to three outside community partners to serve as members with approval by the executive champions. Community partner member is defined as someone representing another state department or private agency whose purpose is similar to that of DHS.* Every effort will be made to assure membership is as diverse and inclusive as possible. Diverse and inclusive for these purposes means members shall represent a balance between central and local office staff, geographic areas, and levels of responsibility and authority within the department. Changes in the status of central or local office representatives shall be reported through the chairperson to the director, so the director might take such action as is necessary to keep the *EODIAC* within the guidelines as set forth by the director. Each collective bargaining organization and limited recognition organization represented in the department will be invited to recommend and have one member on the committee.

Initial appointments are for twenty-four months. The membership shall be staggered to ensure only one-third of the members' terms expire in any one year. Community partners will serve a term of one year.

Vacancies shall be announced in the department newsletter. Any office director in the department may also make a recommendation. The executive committee will review all applications for membership. The executive committee will select potential members, who have supervisory approval, to be interviewed. The executive committee and the director of OEODP will interview potential members and make final recommendations to the department director. Members who are chosen for appointment will be notified in writing. Their immediate supervisors will also be notified.

Members selected to replace a member whose term has not expired will serve out the remainder of the prior member's term.

All new members will go through a formal orientation and will be assigned a mentor to help speed learning about what the committee is doing. He/she will only have to serve on one subcommittee during the first three months of joining the group. A welcome announcement will be placed in one of the department's information vehicles.

Each outgoing member will receive a certificate and a letter from the department director. Outgoing members will also be asked to participate in an exit interview with the executive committee or department director for quality improvement efforts.

Ex-officio Members

Ex-officio members to the *EODIAC* are the department director, employee labor organization representatives, and OEODP staff.

Absences and Removals

Absence from a regularly scheduled meeting of the committee of the whole must be excused in advance by written communication to the chair or the vice chair and documented in the committee minutes. Membership may terminate in the event of two consecutive unexcused absences, or a total of four absences combined, excused or unexcused, during any calendar year. In addition, the committee shall review member's attendance patterns at the discretion of the

chair and vice chair to make recommendations to the director regarding membership. Members may not send substitutes, but may participate in meetings via video conferencing, if available.

Officers

The EODIAC shall elect as officers, a chairperson, vice chairperson, secretary and such other officers, as it shall deem necessary for a one-year term *subject to the approval of the department director*.

Elections hereafter shall be held at the regular meeting in December of each year to be effective at the regular January meeting. There shall be separate nominations for the chair, vice chair, and secretary.

The chairperson shall preside over and conduct all meetings of the *EODIAC* and shall meet jointly with the chairs of the subcommittees. The chairperson shall have the power to appoint any standing ad hoc and special committees and their chairpersons. The vice-chairperson shall preside over meetings of the *EODIAC* in the absence of the chairperson and shall perform all duties of the chairperson in the chairperson's absence.

The secretary shall record, or cause to have recorded, the minutes of the meetings. The secretary shall also preside over the committee meeting in the absence of the chair or vice chair.

Should the vice-chairperson or secretary not be able, or are unwilling, to complete the term of office, the chairperson will appoint a replacement until an election can be held. If the chairperson cannot complete, or is unwilling to complete, his/her term of office, the vice chair will assume these duties until an election can be held.

Subcommittees

Standing subcommittees and their duties are:

Equal Opportunity:

- To identify and ameliorate barriers to assuring equal opportunity within the department.
- To provide ongoing information to department employees on equal opportunity through various communications means (in-house newsletters, brochures, web site and posters approved by the Office of Communications or OEODP).
- To analyze information and draft recommendations for review by the committee of the whole on equal opportunity issues.
- To identify and or develop potential avenues for education and development of staff as it pertains to equal opportunity.

An OEODP staff person will staff the equal opportunity subcommittee.

Diversity Inclusion:

- To identify and ameliorate barriers to having an inclusive environment within the department.
- To provide assistance in the implementation of new initiatives on diversity inclusion.
- To provide ongoing information to department employees on diversity inclusion through various communication methods.
- To analyze information and draft recommendations for review by the committee of the whole on diversity inclusion issues.
- To identify and/or develop potential avenues for education and development of staff to become competent on diversity inclusion.

An OEODP staff person will staff the diversity inclusion subcommittee.

Special Committees

Special and ad hoc committees may be formed from time to time as deemed necessary by the chair or the committee of the whole.

Executive Committee

The executive committee shall consist of the chairperson, vice chairperson, and secretary of the *EODIAC*. *OEODP staff will serve as adviser to the executive committee*. It shall meet at such time as may be established by the *EODIAC* or at the call of the chairperson, or in the chairperson's absence, the vice-chairperson or a majority of its members. The executive committee may, subject to the approval of the *EODIAC*, assume and perform such duties and functions as are necessary during the period between *EODIAC* meetings.

Planning for Effectiveness

The committee adopts the following requirements that must be met to be effective:

- *Solid support from senior management*
- *Strong and articulate members who care*
- *Members who bring skills and abilities needed to complete committee goals*
- *Members who are open to continuous learning*
- *Clear and understood bylaws/charter*
- *Identified goals and measures for the committee*
- *Clear and specific data and measurements supporting the business case for diversity*
- *Outcome based meetings*
- *Clear meeting process*
- *The ability to better manage committee relationships with stakeholders*
- *Strategic planning to develop goals for the committee*
- *Ongoing team building training for the committee*

Relationship to Management

The committee will maintain an open relationship with both senior and middle management. The committee has the following expectations from senior management. Senior management staff may:

- *Accept invitations to dialogue with committee members at least quarterly at the regular committee meetings.*
- *Agree to be interviewed about or regarding diversity inclusion or equal opportunity topics for the department's newsletters.*
- *Communicate the business case for the diversity inclusion initiative in overall departmental strategies.*
- *Conduct special presentations of awards for the committee.*
- *Invite committee members to departmental strategic planning meetings.*

The committee will develop its relationship with the department's middle managers in the following ways:

- *Create and maintain a resource library and information web page link on diversity and equal opportunity issues.*
- *Conduct site visits and offer to make presentations at middle managers staff meetings at least four times a year.*

- *Present information to the New Supervisor Institute, New Director Institute, and Leadership Academy.*

Meetings

Meetings of the EODIAC shall be held on the second Friday of each month or in accordance with the committee calendar. Meetings may be canceled with approval of a majority of the committee members. The director of the Office of Equal Opportunity and Diversity Programs may cancel meetings for budgetary reasons.

To ensure the meetings run well, the executive committee shall:

- *Provide two weeks notice of when and where the next meeting will be held, including a clear agenda and materials to be reviewed prior to the meeting.*
- *Allow input from members to shape the agenda.*
- *Clarify the rules for decision making.*
- *Include action items and expected outcomes as a part of the agenda.*
- *Begin and end meetings on time.*

All official acts of the committee shall be by majority vote of a quorum of the membership.

Committee members will treat each other with dignity and respect. If there is truly a divergence of opinion, it is the responsibility of the chairperson, director of the OEODP, or DHS director to secure a mediator for the parties. The chairperson has discretion to determine that there is a conflict in need of resolution and may start the conflict resolution process, or table the discussion and arrange to mediate or facilitate the issue prior to the next meeting.

Any committee member may make a motion regarding mediation. If the motion passes, the chairperson may continue the discussion and serve as mediator, or table the discussion and make arrangements to mediate the issue prior to the next meeting. Any resolution will be communicated to the committee members at the next meeting.

The secretary to the committee will record, or cause to be recorded, minutes of each meeting. The OEODP shall preserve true and complete minutes of all proceedings of such meetings. A copy of the minutes shall be disseminated to all members of the committee, executive staff, and the department director prior to the next regularly scheduled meeting, together with an agenda for such meeting.

Quorum and Order of Business

One member over one half of the *EODIAC* members appointed and serving shall constitute a quorum for the transaction of published agenda items. Meetings shall be conducted in accordance with ROBERTS' RULES OF ORDER.

Organizational Support for the Committee

Many people who are not on the EODIAC are nevertheless proponents of diversity inclusion and equal opportunity. The committee members shall continuously solicit ideas from departmental staff that will help champion diversity inclusion and equal opportunity efforts.

Continuing efforts shall be made to raise the committee's visibility in the department. The committee shall develop and submit a communication plan for each calendar year beginning in January. The communication plan shall be submitted to the executive staff and the department director.

The committee shall submit an annual report to the executive staff and the department director in December.

Amendments

Amendments to this charter shall be accomplished by a two-thirds vote of the membership present at a meeting preceded by one month's written notice of a proposed change. This charter may also be amended by a three-fourths vote of the total membership present at a meeting. *Amendments are effective only upon approval of the department director.*

*Approved: signed 3/13/2006
Marianne Udow, Director
Department of Human Services*

Date: _____